

**FACULTY/STAFF SUBLET APPROVAL FORM
LEAVE OF ABSENCE OR SABBATICAL**

A faculty/staff tenant requesting permission to sublet during an approved leave of absence or sabbatical must have the Department Chair / Dean / Director complete and sign this form.

****This form is not required for sublets during summer or winter intersession periods.**

Tenant Name _____

School _____

Department _____

Chair / Dean / Director _____

CDD Email _____

Reason for Sublet
(Sabbatical / Leave of Absence) _____

Start date _____

End date _____

Signature of Chair / Dean / Director

Date

Please scan a copy of this completed form to subletting@columbia.edu